
Subject: Security of Check Stock and MICR Toner Cartridges

Effective Date: October 1, 2006

Revised from: October 1, 2004

Policy: Each clinic is responsible for the security of check stock and MICR printer toner at all times. Mobile clinics, that print checks before traveling, shall maintain all printed checks under lock and key, except for supplies needed for immediate use.

Reference: CFR §246.12 (p)

Procedure:

1. Clinic staff shall store check stock and MICR toner cartridges in a locked, secure place with limited access when not being used.
 - a. Access to locked storage must be limited to designated WIC staff members.
 - b. Never leave check stock or MICR toner cartridges unattended or in an unlocked storage area.
2. The check printer should be located in an area with limited public access and under staff control at all times when check stock is in the printer.
3. Clinic staff shall remove check stock from the check printer, and secure in a locked area when staff are not in the office or when the printer is unattended, including at the end of the business day. Possible secure areas would be a locked closet or locked filing cabinet.
4. Report all lost or stolen blank paper stock or ink cartridges immediately to the State Agency, the KWIC Help Desk, and the Local Agency WIC Director. Also report theft of paper stock or ink to the local police agency and collect and retain a police report of the incident.